

SUMMER YOUTH PROGRAM GRANT FY16-17 SCOPE OF WORK

BACKGROUND

The summer months can be a time for youth to experience both academic and enrichment opportunities to combat “summer learning loss,” but many youth do not have access to summer learning programs. In Utah, only 16% of youth participate in a summer program. Yet, 55% of parents of youth who do not participate in a summer program are interested in having their child participate and 76% of parents of youth support public funding of summer programs.¹ The Summer Youth Program grant opportunity is for organizations offering high quality summer youth programs. These summer programs support working parents and families by providing safe, age-appropriate, accessible, and affordable high quality programming when school is not in session.

PURPOSE

The purpose of the Summer Youth Program Grant is to expand services for currently operating afterschool/out-of-school time programs to include summer youth programs and to reduce the impact of “summer learning loss” among youth participants.

GRANTEE RESPONSIBILITIES

Grantee and funded program must comply with the requirements listed below. Failure to do so may result in immediate termination of grant.

1. Grantee must perform all tasks as proposed in the Summer Youth Program Request for Grant Application (RFGA).
2. **Start Date**
Although the grant period begins on April 1, 2015, programs must start no later than two (2) weeks after the official last day of school in the school district(s) served for the School Year. If a program serves youth in more than one school district, the program must begin no later than two weeks after the official last day of school in the district ending earliest.
3. **End Date**
Grant period ends August 31, 2017.
4. **Grant Orientation Meeting**
The Organization’s grant administrator, fiscal management staff, and program coordinator must attend a 2-3 hour, in-person, grant orientation meeting (TBA). If the program site manager/coordinator changes during the grant year, the new site manager/coordinator will be responsible for completing the online grant training.
5. **Staff Training**
Program site must provide documentation showing 20 hours of program-related training each year for every staff working 10 or more hours/week.
6. **Service Population and Program Requirements**
 - a. Program must provide a regular, formally supervised summer program for youth ages 5-18:
 - i. **A minimum of 8 weeks during summer months, 20 hours per week.** For purposes of this grant, a week is defined as a minimum of four (4) days during a calendar week. If more than 50% of the program’s youth based on average daily attendance are formally transported ten (10) miles or more, per day to get to and from the program, this time can be included in the computation of number of program hours provided;
 - ii. During the week, weekends, or any other time youth are unsupervised. Funding is not available for one-time or sporadic club activities;
 - iii. Regardless of race, religion, political ideology, physical ability, and ability to pay in accordance with Title I of the *Workforce Investment Act*; and

- iv. Open to all entry level youth, must not require pre-requisite classes for participation.
- b. Programs are required to:
 - i. Serve an average of at least 15 youth attending daily, and allow youth to attend all hours of programming each week. Kindergarten children can only be included in Average Daily Attendance (ADA) reporting when they are served during the same hours and in the same program or classroom as children in grades 1- 6;
 - ii. Provide a balance of reading, math, and enrichment activities;
 - iii. Offer a sliding fee scale or accept child care assistance (subsidy) in order to provide equal access for families of all income levels if fees are charged; and
 - iv. Post, in a location visible to the public, “*Equal Opportunity is the Law*” poster provided by the Department of Workforce Services (DWS).

7. National Summer Learning Day Event

Program must organize an annual National Summer Learning Day event, and register the event on <http://www.summerlearningdaymap.org/>.

8. Reading and Math Programming

Funded programs will be required to utilize evidence-based reading and math curriculum and resources.

9. Prevention and Education Components

The program must include at least **two (2)** prevention and education components utilizing evidence-based curriculum, from the following:

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| •Addiction Prevention | •Healthy Relationship Education |
| •Civic Engagement | •Physical Activity & Nutrition |
| •Education & Career Readiness | •Positive Interpersonal Relationships |
| •Emotional Intelligence & Self-Concept | •Pregnancy & STI Prevention (Teen Programs Only) |
| •Financial Literacy | •Youth Violence & Gang Prevention |

Note: Teen program grantee must obtain written parental permission for each student before teaching Pregnancy and STI Prevention.

10. Parental or Guardian Involvement

The program design must include parent or guardian involvement components.

11. Background Checks

Program must meet the background check requirement outlined in *Attachment I, Criminal Background Check Requirement*. This requirement is subject to change based on revisions to federal, state or local statute or rule. License-exempt providers must comply with background check requirements stated in UT CODE 26-39: http://www.le.utah.gov/xcode/Title26/Chapter39/C26-39_1800010118000101.pdf (pages seven to nine).

12. Computer Use

If the program utilizes computers, Grantee must install proper firewall software and internet filter software to prevent students from accessing inappropriate websites.

13. Consultation and Technical Assistance

Funded organizations must participate in direct consultation and technical assistance provided by DWS - OCC staff and/or its designee.

14. Program Quality

- a. Annually, the program site must meet the current standard of quality set by DWS as measured by the *Utah Afterschool Program Quality Assessment and Improvement Tool "Quality Tool"*. The *Quality Tool* is available on line at <http://www.utahafterschool.org/what-we-do/quality>.
- b. The program’s grant administrator and site coordinator must register with the *Utah Afterschool Network (UAN)* at www.utahafterschool.org.

15. Reporting and Data Collection

The following lists the reporting requirements and data collection requirements. These annual progress reports must be prepared according to DWS report guidelines:

- a. Program must provide an annual progress report;

- b. Program must report on grant outcomes as specified in Grantees Summer Youth Program Request for Grant;
- c. Program must complete the *Quality Tool* self-assessment using the Utah Afterschool Network's (UAN) data collection system;
- d. Funded organizations serving grades K - 8th must register or update the afterschool program information with the local *Care About Childcare* agency in order to provide a resource for parents and for afterschool program data collection; and
 - i. Contact information for the appropriate referral agency can be found at: <http://careaboutchildcare.utah.gov/contactRegions.aspx>.
- e. Program must participate in statewide, afterschool/out-of-school time data collection efforts as requested by DWS.

16. Expense Reimbursement

- a. Programs shall submit requests for reimbursement of expenses using the reimbursement template(s) provided by DWS.
- b. Requests for reimbursement must be submitted no less than two times per contract year.
- c. Generally, reimbursements are paid within 30 days of receipt but may be affected by accuracy of invoice and approval by DWS Finance Division. DWS will strive to make timely payment.

17. Budget

- a. Budget changes of 10% or more in any category requires the following:
 - i. Submission of a Budget Change/Renewal Form;
 - ii. Brief explanation detailing budget change; and
 - iii. Approval by the designated OCC-DWS Program Specialist.
- b. Unspent funds from one contract year may not be carried over into the next contract year.

18. Oversight

- a. Grantee must follow proper administrative and accounting procedures.
- b. Grantee may not subcontract to any entity to administer the summer program.
- c. The grantee must provide program administration which includes:
 - i. Hiring and employing the site coordinator or director;
 - ii. Responsibility for program structure and development;
 - iii. Operating as the DWS grant contact;
 - iv. Providing DWS progress and financial reports;
 - v. Marketing the Summer Youth Program;
 - vi. Maintaining fiscal accountability; and
 - vii. Program compliance and responsibility.

DWS RESPONSIBILITIES

DWS, or its designee, will:

- 1. Provide contract monitoring support;
- 2. Provide technical assistance to programs when needed or requested;
- 3. Review all invoiced expenditures for compliance with state and federal requirements; and
- 4. Coordinate with contracted Out-of-School Time (OST) Specialists to provide technical support.

EXPECTED OUTCOMES

1) Expand the number of summer youth programs across Utah; 2) Increase access and availability for youth in Utah families to participate in high quality summer youth programs; and 3) Reduce the impact of "summer learning loss" in the areas of reading and math learning.

¹. America After 3 PM, "Special Report on Summer: Missed Opportunities, Unmet Demand", Afterschool Alliance, (May 2010). http://www.afterschoolalliance.org/documents/Special_Report_on_Summer_052510.pdf.